

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, MAY 2, 2002  
8:15 A.M.**

Commissioners Present: Bob Workman, Chair  
Bernie Heier, Vice Chair  
Kathy Campbell  
Larry Hudkins  
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Trish Owen, Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:17 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, APRIL 25, 2002 AND TUESDAY, APRIL 30, 2002**

Kerry Eagan, Chief Administrative Officer, asked that Item 10, Paragraph 5 of the Staff Meeting minutes of April 25, 2000 be amended to read as follows:

*Cori Beattie, City/County Wellness Committee Chair, said the committee lacks goals and objectives and said it is her personal recommendation that the County separate from the City in terms of wellness programs.*

**MOTION:** Hudkins moved and Stevens seconded approval of the Staff Meeting minutes of April 25, 2002, with that correction, and the Staff Meeting minutes of April 30, 2002. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

## **2 ADDITIONS TO THE AGENDA**

- A. Billing Competency Evaluations
- B. Article in the Lincoln Journal Star Newspaper Regarding the Closing of a Nebraska Department of Corrections Drug and Alcohol Treatment Program Housed at Lincoln's Air Park (Exhibit A)
- C. Meeting with Mayor Regarding Administrative Assistant to the Mayor/Economic Development Position
- D. Article in the Lincoln Journal Star Newspaper Regarding Wireless Internet Service for Rural Areas (Exhibit B)

**MOTION:** Heier moved and Campbell seconded approval of the additions to the agenda. Campbell, Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

## **3 COMMISSIONER MEETING REPORTS**

- A. Community Mental Health Center Advisory Committee - Stevens

No report.

- B. Visitors Promotion Advisory Committee - Workman

Meeting cancelled.

- C. Lincoln Independent Business Association (LIBA) Monthly Meeting - Campbell, Stevens

Campbell and Stevens reported that the Old Federal Building and Nash Finch Building proposals were discussed and that LIBA is looking at the issue of Tax Incremental Financing (TIF) for the Old Federal Building.

Norm Agena, County Assessor, appeared and said a base value has not yet been determined for the Old Federal Building, but said it will not receive a zero valuation. He went on to explain that TIF is based on the difference between the base and completed values.

In response to a question from Stevens, Agena said the value will not change unless warranted by operations.

- D. District Energy Corporation - Heier, Hudkins

Hudkins reported that the year was not as profitable as originally anticipated, noting fuel costs exceeded projections.

#### **4 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant**

Gordon Kissel, Legislative Consultant, reported on legislative priorities and outcomes (Exhibit C):

- \* First year funding for juvenile justice under LB 640 (renames grants and provides for a county aid program under the Juvenile Services Act) was eliminated but second year money was retained in the fund.
- \* LB 616 (authorizes road maintenance agreements between counties, cities and villages) was passed and signed by the Governor.
- \* LB 479 (changes provisions for the commitment of mentally incompetent persons to the Department of Health and Human Services) did not advance this session.
- \* Inheritance tax changes were defeated, but are likely to be reintroduced.
- \* County Purchasing Act bills did not advance this year, due to time restraints. The issues will be addressed in LR 380 (interim study to examine issues raised by introduction of bills relating to the County Purchasing Act).

**NOTE:** *2002 Interim Study Resolutions, Nebraska Legislature* was also included in Exhibit C.

Dave Kroeker, Budget and Fiscal Officer, appeared and reviewed *Special Session Legislative Session Impact to Lancaster County*, estimating the loss to the County for both sessions at \$1,443,373 (Exhibit D). He said it was originally anticipated that Lancaster County would receive \$664,000 in new money in Fiscal Years 2002-03 but that has been reduced to \$347,978.

Gwen Thorpe, Deputy Chief Administrative Officer, suggested that a delay be sought for Health Insurance Portability and Accountability Act (HIPAA) compliance, due to funding restraints.

#### **5 CONVENTION & VISITORS BUREAU REQUEST FOR PROPOSAL - Kathy Smith, Assistant Purchasing Agent**

Kathy Smith, Assistant Purchasing Agent, presented the revised draft of Request for Proposals (RFP), Specification No. 02-106, Promotional Services to Attract Visitors and Tourism to Lancaster County (Exhibit E).

Board consensus was to include a capitol equipment listing.

Smith suggested a formation of a committee to evaluate the RFP's. The following individuals were suggested: Wayne Hart, Russ Bayer, Charlie Huff, Dave Kroeker, Kerry Eagan, Kathy Smith, Jan Gauger and Patricia Pansing Brooks.

Board members expressed concerns that Wayne Hart may not be impartial in the matter, due to his strongly stated opinion that the County Board should run the visitors promotion program.

**MOTION:** Heier moved and Campbell seconded to approve the slate of names, with the exception of Wayne Hart. Heier, Campbell and Workman voted aye. Hudkins and Stevens voted no. Motion carried.

Stevens said the Request for Proposals (RFP) states that the contractor is encouraged to generate additional revenue from additional sources and asks for financial statements from the prime proposal. A sample budget including all projected funding sources, both public and private, is also requested. He suggested inclusion of these items in the regular reporting structure. Stevens emphasized that he would like the Board to see the total revenues, but does not believe it is necessary to identify individual donors.

The Board concurred with Stevens' suggestion.

Smith said the RFP will be posted on the County's website and will be advertised in the local newspaper. She said it will also be mailed to a list of vendors, including the Chamber of Commerce, Downtown Lincoln Association (DLA), Lincoln/Lancaster County Convention & Visitors Bureau (CVB).

The Board requested that the RFP be sent to the following vendors: Tom Bassett, Phyllis Chambers, The Philip M. Young Company, Snitily Carr Production Group, Lincoln Lodging Association, Nebraska Association of County Officials (NACO), Nebraska Association of Convention & Visitors Bureaus, Nebraska Association of Executive Directors, the Nebraska Department of Tourism, and public relations and management industry firms. A press release was also suggested.

**6 PENDING & POTENTIAL LITIGATION** - Mike Thew, Chief Deputy County Attorney; Dave Johnson, Deputy County Attorney

**MOTION:** Hudkins moved and Heier seconded to enter Executive Session at 9:35 a.m. for discussion of pending and potential litigation. Campbell, Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

**MOTION:** Campbell moved and Hudkins seconded to exit Executive Session at 10:15 a.m. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

**7 LANCASTER COUNTY AGRICULTURAL SOCIETY EVENTS CENTER FINANCIAL UPDATE** - Jim Countryman, Lancaster County Agricultural Society Treasurer; Dave Kroeker, Budget and Fiscal Officer

Jim Countryman, Lancaster County Agricultural Society Treasurer, disseminated the following documents (Exhibits F-I):

- \* *Lancaster Event Center, Profit & Loss Year to Date (YTD) Comparison, April 2002*
- \* *Lancaster County Ag Society, Actual vs Forecast Net Income (Graphs)*
- \* *2002 - Schedule of Events*

Countryman referred to the graphs and said year to date actuals are tracking fairly close to the \$1 million revenue forecast for this year, which was based on scheduled events (see Exhibits G & H). He said net income is dependent on advertising sales, which have not been very successful to date.

In response to a question from Heier, Countryman explained that Item 3999, Transfers in from Other Funds, (see Exhibit F) reflects the loan from the First State Bank of Hickman that was used to repay operating funds that were used last year. He said this will be shown as a transfer out on the expense side and will net to zero.

Countryman also reviewed Concession Income (see Exhibit F), noting \$163,314.93 in aggregate sales and \$80,876.30 in concession expenses. He estimated concession labor costs at \$70,000 - \$80,000 and said this means that concessions year to date have "probably broke even".

Workman asked Countryman whether he believes the sale of alcohol is critical to the Event Center's success.

Countryman said it is an important part of revenue and profits.

Countryman also reviewed net loss, capitol and net income and said "we've in essence broke even, year to date".

Dave Kroeker, Budget and Fiscal Officer, noted an increase in Donations (3915).

Countryman attributed \$25,000 of the amount to the Pepsi contract.

Heier asked whether all scheduled events pay fees.

Countryman said yes, but said some are nominal to cover the cost of utilities.

Countryman also reported that Wayne Venter has been hired as the new Managing Director of the Event Center.

## **8 ACTION ITEMS**

A. Microcomputer Request, C#2002-156, \$2,416.70 from County Weed Control Budget for One (1) Laptop and Software

**MOTION:** Heier moved and Hudkins seconded approval. Campbell, Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

B. Printer Replacement Request from Records and Information Management

**MOTION:** Campbell moved and Heier seconded approval from the Microcomputer Fund. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

- C. Letter of Support to the Lincoln Airport Authority Regarding Air Service Expansion

**MOTION:** Heier moved and Campbell seconded to sign a letter of support for the Lincoln Airport Authority. Campbell, Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

## **9 CONSENT ITEMS**

- A. Authorize Kerry Eagan, Chief Administrative Officer, to Sign Ballot for Ameritas Acacia Mutual Holding Company

**MOTION:** Heier moved and Stevens seconded approval. Campbell, Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

## **10 ADMINISTRATIVE OFFICER REPORT**

- A. Milwaukee Wraparound

Eagan reported on a recent tour of the Milwaukee Wraparound Program in Milwaukee, Wisconsin, noting the following:

- \* Milwaukee Wraparound Program has pooled county funds with monies from Medicaid, Child Protective Services, Juvenile Justice
- \* All services coordination is through independent contractors
- \* Mobile Urgent Treatment Team is a key component
- \* Milwaukee runs its own temporary residential treatment center
- \* Billing and reporting systems are highly automated
- \* Care Coordinators "front" flex funds (discretionary funds) and submit bills for reimbursement

Eagan also reported that Families First & Foremost (F<sup>3</sup>) is bringing Bruce Kamradt, Director of the Milwaukee Wraparound Program, to Lincoln on May 13, 2002 to participate in a meeting with Governor Johanns to discuss future contracts with Nebraska Department of Health and Human Services (HHS) and authorizing payments through Medicaid. Commissioners are invited to attend a luncheon sponsored by F<sup>3</sup>.

- B. Update on Cooperative Agreement Program (CAP) Agreement with U.S. Marshal for Use of County Jail

Eagan said the U.S. Marshal is concerned that there will be no provisions for federal prisoners when the Cooperative Agreement Program (CAP) Agreement expires.

Heier noted that the Nebraska Department of Corrections plans to close a drug and alcohol treatment program housed at Lincoln's Air Park (see Exhibit A). He suggested that the County approach the State regarding purchase or lease of the facility for use as a minimum security facility. Heier said this would free up space in the jail for federal prisoners and said funds to house those prisoners could be used to pay for the Airpark facility.

**MOTION:** Heier moved and Stevens seconded to have a committee comprised of Bernie Heier, Board of Corrections Chair; Ray Stevens, Board of Corrections Vice Chair; Mike Thurber, Corrections Director; Terry Weber and Kent Griffith, Corrections Department; and Dave Kroeker, Budget and Fiscal Officer, investigate the feasibility and costs of using the Nebraska Department of Corrections facility. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

C. Followup Letter to Olsson Associates Regarding Radcliffe Road

**MOTION:** Campbell moved and Stevens seconded to authorize the County Attorney to send a letter to Olsson Associates accepting their offer of \$471 to settle all contract matters related to Radcliffe Road. Campbell, Heier, Workman, Hudkins and Stevens voted aye. Motion carried.

D. Joint City-County Newsletter

Item held for additional information.

E. County Board Policies Regarding Abusive Phone Calls, Director Leaves, Legal Opinion Requests and Employee Communications

Item held.

F. Lincoln/Lancaster County Health Department Strategic Planning Meeting (May 20-21,2002)

Scheduling conflicts were noted.

G. Comprehensive Plan Language Regarding Industrial/Commercial Use in the Agricultural (AG) Zoning District

Mike Carlin, Friends of Wilderness Park, appeared and reviewed correspondence from Mary Roseberry-Brown, President of Friends of Wilderness Park, requesting amendments to the draft Lincoln and Lancaster County 2025 Comprehensive Plan (Exhibits J & K).

H. Loan to Public Building Commission for Purchase of Land for Parking Facility

Dave Johnson, Deputy County Attorney, appeared and said the County's loan in the amount of \$1,175,000 to the Public Building Commission will be for the purchase of the Clover Auto Parts property. He said the promissory note for Clover Auto Parts will show that the City and County are both holders of the title to the White Electric Building.

Hudkins said the City's agreement has been amended to reflect that ownership.

- I. Correspondence from the Nebraska Great Plains Resource Conservation & Development Program (RC&D)

Workman reported an increase in dues for participation in the Nebraska Great Plains Resource Conservation & Development Program (RC&D).

**ADDITIONS TO THE AGENDA**

- A. Billing Competency Evaluations

Eagan said a letter will be written to the Presiding District Court Judge to develop a procedure for bills to be sent directly to the District Court.

- B. Article in the Lincoln Journal Star Newspaper Regarding the Closing of a Nebraska Department of Corrections Drug and Alcohol Treatment Program Housed at Lincoln's Air Park (Exhibit A)

See Item 10B.

- C. Meeting with Mayor Regarding Administrative Assistant to the Mayor/Economic Development Position

Workman reported that negotiations are taking place with a candidate for the position.

- D. Article in the Lincoln Journal Star Newspaper Regarding Wireless Internet Service for Rural Areas (Exhibit B)

Workman noted a recent article in the Lincoln Journal Star Newspaper regarding Diode Communications of Diller, Nebraska and said he would like to see this company offer its wireless internet service to rural Lancaster County residents.

**11 ADJOURNMENT**

**MOTION:** Heier moved and Hudkins seconded to adjourn the meeting at 11:35 a.m. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

---

Bruce Medcalf  
County Clerk